



**JOB TITLE:** SAFETY SUPERVISOR  
**REPORTS TO:** Director of Safety/Safety Manager  
**FLSA STATUS:** FULL TIME/EXEMPT  
**DEPARTMENT:** SAFETY

**JOB PURPOSE:** Responsible for efficient operation of First Aid and Safety Departments

**KEY DUTIES AND RESPONSIBILITIES:**

- Review all operating policies and procedures on a continuous basis to insure safety, efficiency and guest satisfaction
- Coordinate with Human Resources on the hiring, orientation, training, and placement of personnel.
- Implement the Safety and Health compliance manual, Emergency Response Manual, First Aid Standard Operating Procedures and First Aid Patient Care Protocols.
- Oversee the daily operation of First Aid and Safety Departments
- Conduct accident investigations to determine root cause of guest and employee incidents.
- Handle all claims reporting and investigating. Maintain files on potential claims, active claims and lawsuits.
- Act as a liaison with local fire, EMS and Hospital.
- Act as park liaison with attorneys and insurance company.
- Ensure OSHA compliance, including full and accurate documentation.
- Supervise all activities relating to life and property protection from fire, including inspections of fire extinguishers, sprinkler systems, fire hydrants, valves and alarm systems. Perform periodic and regular property inspections (Rides, Grounds, Buildings, etc.)
- Manage the Safety Committee and conduct meetings on a monthly basis.
- Maintain all records of certificates of insurance for any outside vendors working on Darien Lake property
- Ensure that training is implemented properly across all departments and training documentation is complete, audit training
- Interpret and enforce all park and safety policies as set forth by Safety and Health Reference Manual.
- Coordinate with Operations Management and the department Manger to ensure efficiency and cross utilization of staff.
- Review Scheduling for all areas, reviewing all personnel break times and ensure that all Federal and State labor laws regarding minors are adhered to while adhering to budget guidelines
- Continually strive for quality service and guest satisfaction. Follow up or delegate all complaints for follow up and resolution.
- Monitor and approve purchases while adhering to budget, generating POs and follow up on deliveries and coding invoices for payment.
- Manager on Duty Shifts each week as needed working all shifts each week.
- Perform other duties appropriate to the area of responsibility as deemed necessary by the department Manager and Director of Safety.
- Review Payroll processing and audit SLTS
- Assist the Loss Prevention and Security departments on days/nights of heavy attendance as needed.

**QUALIFICATIONS AND REQUIREMENTS:**

- Preference given to applicants with a BA/BS degree in Business Management, Criminal Justice or Occupational Health and Safety.
  - Certification as an EMT or NYS Security Guard is preferred, but not required.
- Proven organization and time management skills.
- Ability to solve practical problems and interpret a variety of written and oral instructions
- Proven experience with MS Office (Word, Excel, PowerPoint), web-based and data-management

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applications.

- Strong communication skills, to include:
  - Ability to write reports, business correspondence and procedure manuals.
  - Ability to effectively present information and respond to questions from groups of managers, employees, guests and the general public.
- Strong administrative skills including organization, budget control, and scheduling
- Excellent motivational, leadership and team building skills
- Ability to work a flexible schedule, including nights, weekends, working 6 day work week when necessary

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit and/stand/or walk for long periods of time throughout the day
- Must be able to work outdoors at various times throughout the year
- Must be able to perform inspections, requiring climbing on high structures, ladders, and into confined spaces.
- Requires occasional kneeling and bending
- Requires occasional walking, reaching above shoulder, pushing and pulling
- Requires occasional lifts and carries up to 60 pounds
- Requires occasional carries up to 100 pounds with the assistance of a two wheel hand truck
- Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level is generally moderate to high.

**GENERAL SIGN OFF:** The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Interested candidates should submit a resume to: Barb Totten  
Darien Lake Human Resources  
PO Box 91  
Darien Center, NY 14040  
**btotten@godarienlake.com**

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